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# Example of Finance Operations Job Description

Our company is growing rapidly and is hiring for a finance operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for finance operations

* Ensures monthly HFM submissions of CCS factory data for actuals, forecast, and plan reporting are accurate and complete and are aligned with measurement reporting
* Conducts factory reviews (monthly/quarterly)
* Supports factory transformation activities
* Provides Cost of Poor Quality (“COPQ”) and warranty reporting and analysis
* Prepares CCS monthly Operations Assessment Book
* Completes special projects and ad-hoc requests within the Operations finance group
* Supervises Analyst, FP&A position
* Develop, analyse and monitor program budgets
* Lead a team of two Operations Finance Analysts
* Be responsible for the achieving required service level agreements and key performance indicators for the specific areas you are tasked with managing

## Qualifications for finance operations

* Excellent communication skills (both verbal and written), the ability to apply influence and negotiation skills while working across multiple levels, functions and regions within the organization, are required to be successful in this position
* Attention to detail and consistently delivering high quality work
* The successful candidate will be a well-rounded financial analyst with an operational focus
* The successful candidate also has very good overall business skills
* Superior quantitative and analytical capabilities with Advance Excel and Powerpoint skills
* Financial Planning & Analysis experience and ability to lead multi-functional budget/forecast processes